Agency Benefits Coordinator Meeting
Rehires

TN Department of **Finance & Administration**

August 2019

Rehire Defined

- An employee leaving one participating agency to join another participating agency

- A rehire can also occur within the same entity

LE to LE

LG to LG

Local Education - "Employer"

Employer shall mean a local education agency, pursuant to TCA 49-3-302, that participates in this plan. Each participating agency is a separate Local Education employer.

Local Government - "Employer"

Employer shall mean one of the following local government and quasi-governmental organizations which participates in the plan and meets one of the following criteria.

Example of Rehire

- Leave one agency on Friday, June 14th and rehired with the same agency on Monday, August 5th

- Leave one agency on Friday, June 14th and start with new agency on Monday, September 2nd

Who pays for what?

- The <u>rehiring</u> agency = premiums effective after the hire date

- The <u>losing</u> agency = premium collected in the month the employee terminates

Rehires, eForms, and Billing

- As the <u>rehiring</u> agency- Enter Hire eForm after billing has confirmed

  - ➢ Example: Hire date is July 29th, eForm should be entered August 2nd with a July 29th effective date

- As the <u>losing</u> agency - Approve the Hire eForm after billing has confirmed
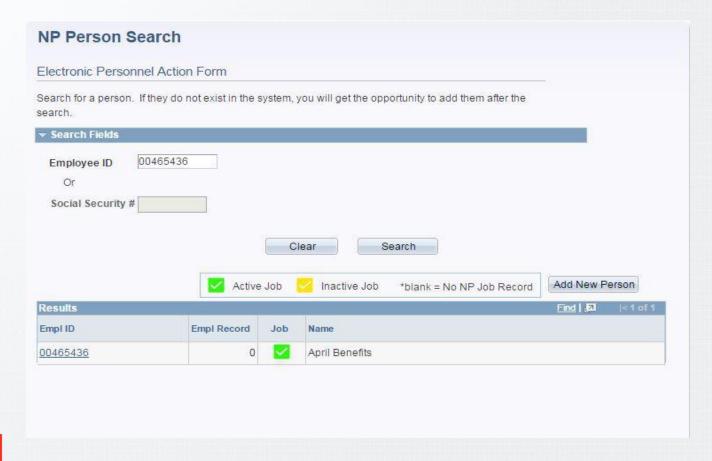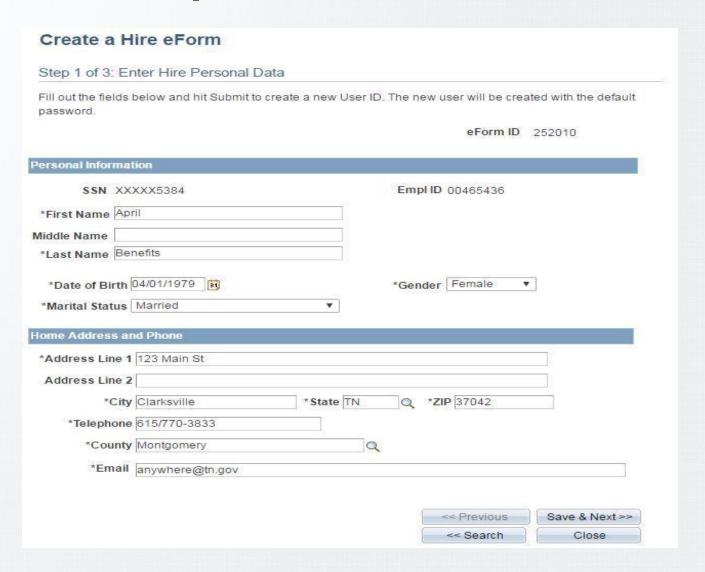
Termination Information

- Term Date – last day of the month prior to when coverage will end (i.e. if employee paid for August coverage the term date should be 7/31/19)

- Action/Reason Code – **Termination/X-Benefits Emp Resignation**, which causes a COBRA letter to generate

Rehire eForm process

- Search for a Person in Hire eForm

Rehire eForm process

Create a Hire eForm

Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID   252010

Personal Information

SSN XXXXX5384   Empl ID 00465436

*First Name April

Middle Name

*Last Name Benefits

*Date of Birth 04/01/1979   *Gender Female ▼

*Marital Status Married ▼

Home Address and Phone

*Address Line 1 123 Main St

Address Line 2

*City Clarksville   *State TN 🔍   *ZIP 37042

*Telephone 615/770-3833

*County Montgomery 🔍

*Email anywhere@tn.gov

<< Previous   Save & Next >>

<< Search   Close

Rehire eForm process

Create a Hire eForm

Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name April Benefits   **Empl ID** 00465436   **eForm ID** 252010

Job Data

*Effective Date		📅
Action	REH	*Reason ▼
*Position Number	🔍	

Business Unit:

Department:

Location Code:

*Empl Class ▼

*Vision Offered ⚪ Yes ⚪ No

Comments

Your Comment:

[Submit]

[Close]

Rehire eForm process

Losing Agency Email

Important Note: If you get this email, DO NOT terminate the employee On the Non-Payroll Job Data page. It WILL cause issues.

This following is an example of the email the losing agency ABCs will receive.

NP Hire Form ID 252010 for April Benefits is ready for you to evaluate. You may follow the link below to work this item.

Please review the form to see the comments that have been added.

Click on the link below to enter the form in order to review the data and act on the form.
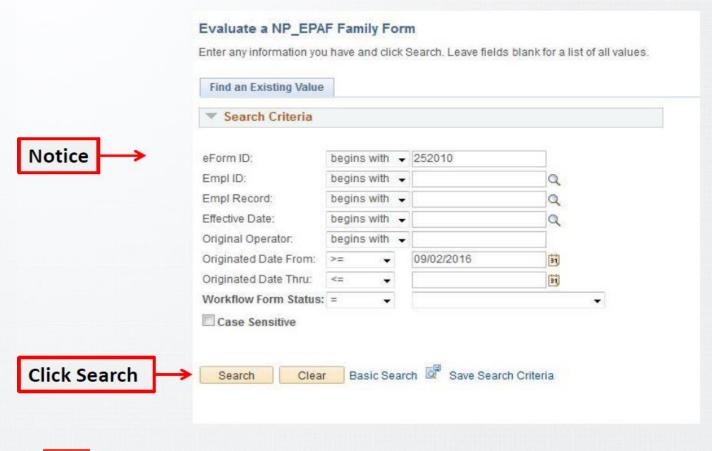
https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G_NPAF.G_NPAF_ALL_E.GBL?
Page=G_NPAF_ALL_E&Action=U&G_FORM_FAMILY=NP_EPAF&G_FORM_ID=252010&G_FORM_TASK=EVL

Click the blue hyperlink. You will need to log into Edison.

Rehire eForm process

Losing Agency eForm Actions

Evaluate a NP_EPAF Family Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

eForm ID:	begins with ▾	252010
Empl ID:	begins with ▾	🔍
Empl Record:	begins with ▾	🔍
Effective Date:	begins with ▾	🔍
Original Operator:	begins with ▾	
Originated Date From:	>= ▾	09/02/2016 📅
Originated Date Thru:	<= ▾	📅
Workflow Form Status:	= ▾	▾

☐ Case Sensitive

Notice ➜

Click Search ➜ Search   Clear   Basic Search 🖳 Save Search Criteria

Rehire eForm process

Evaluating Step 1 Hire eForm

Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April Benefits   Empl ID   00477934   eForm ID 252010

Job Data

Notice →
Notice →
Notice →

Last Day of Coverage 09/30/2016   Requested Date of Hire 09/18/2016

*Department Action [▼]   Calculated Date of Hire 09/18/2016

*Reason Code [▼]   Calculated Term Date 08/31/2016

Comments   Approve
Your Comment: << Previous   Recycle

Rehire eForm process

Rehire eForm process

Rehire eForm process
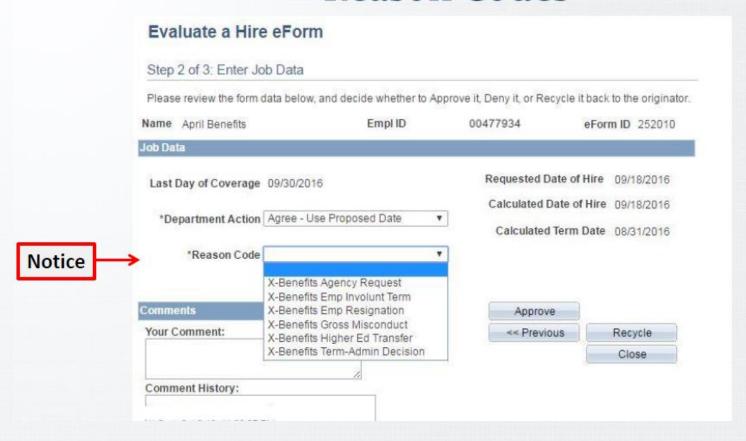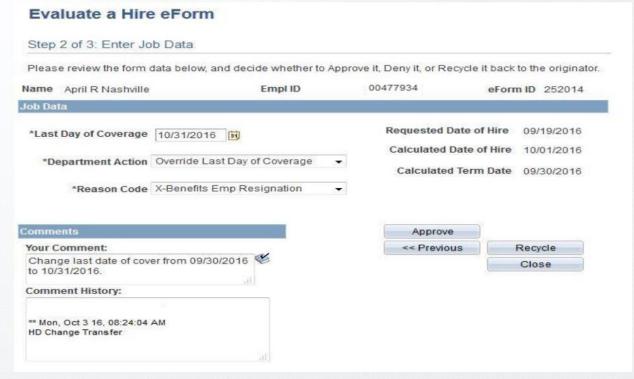
Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Agree –Use Proposed Date.

Form ID 252010 for April Benefits was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-18
Hire Date Used: 2016-09-18

← Notice the Hire Date Request and Used

Click the link below to view the form.
https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?
G_FORM_ID=252010&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS

Click the blue hyperlink. You will need to log in or be logged in Edison.

Rehire eForm process

Evaluating an Override Step 2 Hire eForm

Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name   April R Nashville   Empl ID   00477934   eForm ID   252014

Job Data

*Last Day of Coverage   10/31/2016

*Department Action   Override Last Day of Coverage

*Reason Code   X-Benefits Emp Resignation

Requested Date of Hire   09/19/2016
Calculated Date of Hire   10/01/2016
Calculated Term Date   09/30/2016

Comments

Your Comment:
Change last date of cover from 09/30/2016 to 10/31/2016.

Comment History:

** Mon, Oct 3 16, 08:24:04 AM
HD Change Transfer

Approve
<< Previous   Recycle
Close
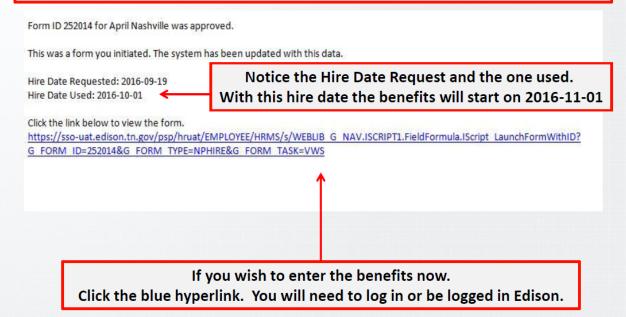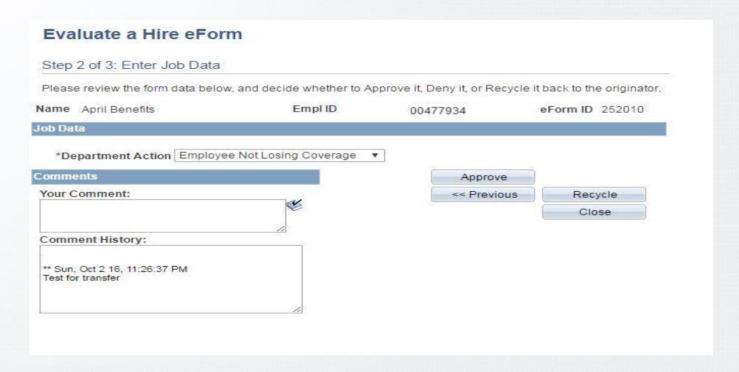
Rehire eForm process

Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Override Last Day of Coverage.

Form ID 252014 for April Nashville was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-19
Hire Date Used: 2016-10-01

Notice the Hire Date Request and the one used.
With this hire date the benefits will start on 2016-11-01

Click the link below to view the form.
https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?G_FORM_ID=252014&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS

If you wish to enter the benefits now.
Click the blue hyperlink. You will need to log in or be logged in Edison.

Rehire eForm process

Rehire eForm process

Edison Erp Aug 22, 2016 11:49

Form #279830 for ████████████████ is in a holding error in the Integration Broker because it falls into the Transfer Scenario. Please review the data to determine whether this will be a Termination/Rehire or whether this will be a concurrent active employee record.

Click the link below to View the form.
https://sso.edison.tn.gov/psp/hrprd/EMPLOYEE/HRMS/s/WEBLIB_G_NAV.ISCRIPT1.FieldFormula.IScript_LaunchFormWithID?
G_FORM_ID=279830&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS

Form ID: 279830
Name: ████████████████
Empl Rcd: 0

If this will be a Termination/Rehire, once the termination is processed, this form can be re-processed through the eForm Administration Tool to trigger the rehire row to be added.

If this will be a concurrent record, the Job Data will have to be manually entered. Afterward, in the eForm Administration Tool, the Integration Broker message should be cancelled and the form should be set to Executed.

Questions?